



Department of Planning and Community Development
Site Plan Review Application

Date _____

Applicant/Authorized Agent: _____

Address: _____

Email: _____ Phone Number: _____ Fax Number: _____

Developers Name: _____ Property Owner: _____

Project Summary:

Site Plan Title: _____

Description of Project _____

Address/Location _____

Proposed/Existing Use: _____ Number of Dwelling Units: _____

Project Area: _____ Area of Land Disturbance: _____ Building Area: _____

Submittal Checklist:

- One (1) Digital Copy of the Site Plan
- Fifteen (15) folded copies of Site Plans
Including the requirements of Chapter 26 of the Zoning Ordinance, Landscape Plan, Photometric Lighting Plan, and other plans as required during a pre-submittal meeting.
- Fourteen (14) copies of Project Summary/Narrative
Summarizes all pending or granted actions from City Council, Commissions, or Boards and any previous discussions or agreements with departments or reviewers.
- Two (2) copies of Stormwater Calculation Book/Worksheets
<http://www.norfolk.gov/index.aspx?NID=1499>
- Two (2) copies of Utilities Calculations/Checklists
<http://www.norfolk.gov/index.aspx?NID=566>
- Two (2) Copies of Fire Flow Calculations (ISO and IFC)
- [Review Fee \(See City of Norfolk Fee Schedule\)](#)

Applicants Signature: _____

I have reviewed my submittal package and all information, to the best of my knowledge, is complete. I understand that if parts of the package are incomplete, review times may be extended or submittals may be denied for review.